Agenda Item #: 3-C-2

# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date:  Department:	October 16, 2012	[x] []	Consent Workshop	[]	Regular Public Hearing		
Submitted By: Submitted For:	Engineering & Public Works Department Roadway Production Division						

#### I. EXECUTIVE BRIEF

## Motion and Title: Staff recommends motion to approve:

- A) A work task order to the Annual Agreement R2010-0576 in the amount of \$20,945.10 with Civil Design, Inc., (CDI) for professional services;
- B) A budget transfer of \$28,231 from the Department of Economic Sustainability (DES) Fund to the Capital Outlay Fund for the Canton Road Paving and Drainage Improvement project (Project); and
- C) A budget amendment of \$28,231 in the Capital Outlay Fund to recognize funding from DES and appropriate it to the Project.

**SUMMARY:** Approval of this work task order will provide the professional services necessary for the preparation of design plans and construction bid documents for the Project. CDI is a Palm Beach County company and is a certified Small Business Enterprise (SBE). The SBE goal for the Project is 15%. The SBE participation committed for this Project by CDI is 100%. This residential street paving project is fully funded for construction using Community Development Block Grant funds.

#### District 2 (MRE)

Background and Justification: On April 3, 2012, the Board of County Commissioners (Board) renewed an Annual Agreement R2012-0473 with CDI to provide professional services required for Countywide Civil Engineering Projects. Palm Beach County now desires CDI to prepare design plans and construction bid documents for the Project as detailed in Exhibit "A" of the attached work task order. The fee, as detailed in Exhibit "B" of the attached work task order, has been negotiated as just and reasonable compensation as follows:

Basic Services (Lump Sum)		(Design and Permitting).
Reimbursable Expenses (Not to Exceed)	\$ 7,225.00	(Survey and Permit Fees).
Total:	\$20.945.10	,

After reviewing the attached work task order and finding it in proper order, staff recommends Board approval.

#### Attachments:

- 1. Location Map
- 2. Work Task Order with Exhibits "A", "B", "C" and "D" and Certificate of Insurance (2)

<ul><li>3. Project Work Sche</li><li>4. Budget Transfer</li></ul>		and Certificate of Insurance (2	)
5. Budget Amendmer	IT		.,)0
Recommended by:	Division Director	ernangles 10/02/12 Date	
Approved By:	1 Well		_
F:\ROADWAY\CCNA\Annuals\Civil\C	COUNTY Engineer CIVIL DESIGN\2011\2011\062\Master AIS for Tasks to A	Date  nnual Agreements-Rev.doc	-

#### II. FISCAL IMPACT ANALYSIS

#### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures	<b>\$28,231</b>	0-	0	-0-	-0-
Operating Costs	-0-	-0-	-0-	-0-	-0-
External Revenues	<\$28,231>	-0-	-0-	-0-	-0-
Program Income (County)	0-	0-	-0-	-0-	-0-
In-Kind Match (County)	0-	-0-	-0-	-0-	-0-
NET FISCAL IMPACT	0-	-0-	-0-	-0-	-0-
# ADDITIONAL FTE					
POSITIONS (Cumulative)					<u> </u>

Is Item Included in Current Budget?

Yes

No X

#### Budget Account No:

Fund 3900 Dept 361 Unit 1378 Object 6505

#### Recommended Sources of Funds/Summary of Fiscal Impact:

Capital Outlay Fund

Canton Road Paving & Drainage Improvements

Task Authorization	
Basic Services	\$13,720.10
Reimbursable Services	\$ 7,225.00
Total Authorization	\$20,945.10
Advertising	\$ 1,000.00
Staff Costs	·
Roadway Production	\$ 4,190.00
Traffic	\$ 2,095.00
Total Cost	\$28,230.10

C. Departmental Fiscal Review: \_.

aprillite

#### III. REVIEW COMMENTS

A. OFMB Fiscaland/or Contract Dev. and Control Comments:

**OFMB** 

Contract Dev. and Control

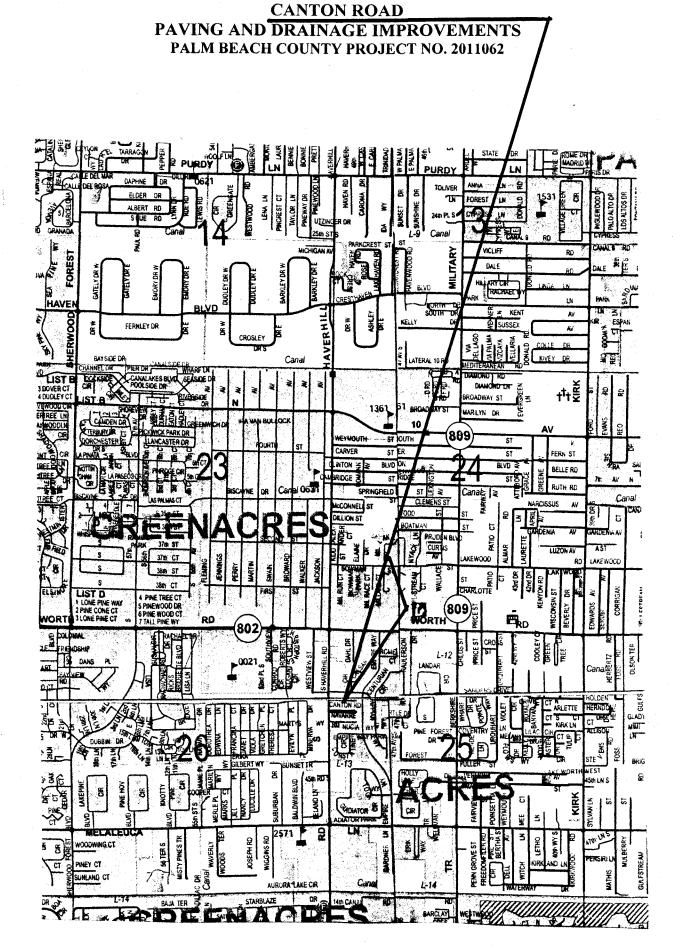
B. Approved as to Form and Legal Sufficiency:

William Kaller

C. Other Department Review:

**Department Director** 

This summary is not to be used as a basis for payment.



#### **ATTACHMENT 2**

#### **WORK TASK ORDER TO ANNUAL AGREEMENT BETWEEN**

# AND CIVIL DESIGN, INC.

#### FOR PROFESSIONAL ENGINEERING SERVICES ON

## CANTON ROAD PAVING AND DRAINAGE IMPROVEMENTS

PROJECT NO.: 2011062
PALM BEACH COUNTY, FLORIDA

THIS WORK	TASK ORDER TO THE ANNUAL AGREEMENT, made and entered into this
day of	2012 by and between Palm Beach County, hereinafter called the
COUNTY, and Civil D	esign, Inc., a Florida Corporation with an address of 312 9 <sup>th</sup> Street, West Palm
Beach, Florida 3340	1, hereinafter called the CONSULTANT.

#### WITNESSETH

WHEREAS, the COUNTY and CONSULTANT entered into an Annual Agreement for civil engineering services on a task order basis on April 20, 2010 (R2010-0576).

WHEREAS, the COUNTY desires the CONSULTANT to perform civil engineering services for Canton Road – Paving and Drainage Improvements, Palm Beach County, Florida (hereinafter called the PROJECT); and,

WHEREAS, the CONSULTANT agrees to perform the civil engineering services required for preparing design plans and construction bid documents, including related documents for the PROJECT; and,

Re: CANTON ROAD - PAVING AND DRAINAGE IMPROVEMENTS Project No.: 2011062

WHEREAS, the following fee has been negotiated and found to be reasonable compensation for these professional services to be performed by the CONSULTANT:

Basic Services in a lump sum fee of \$13,720.10;

Reimbursable Expenses capped at \$7,225.00;

Totaling \$20,945.10.

NOW, THEREFORE, THIS INDENTURE WITNESSETH: That for and in consideration of the mutual benefits to flow from each to the other, the parties hereto agree as follows:

- 1. The CONSULTANT agrees to provide professional services as described in Exhibit "A" of the Work Task Order known as "SCOPE OF WORK & FEE".
- 2. The **CONSULTANT** agrees to "CERTIFICATION" statements as described in Exhibit "B" of the Work Task Order.
- 3. The **CONSULTANT** agrees to Small Business Enterprise (SBE) Participation, described in Exhibit "C" of the Work Task Order.
- 4. The CONSULTANT has provided a sub-consultant Letter of Intent to perform as an SBE as described in Exhibit "D" of the Work Task Order.
- The COUNTY agrees to pay the CONSULTANT a fee of Twenty Thousand Nine Hundred Forty-Five Dollars and Ten Cents (\$20,945.10).

Except as hereby amended, changed or modified, all other terms, conditions and obligations of the Agreement dated **April 20, 2010 (R2010-0576)**, shall remain in full force and effect.

Re: CANTON ROAD - PAVING AND DRAINAGE IMPROVEMENTS Project No.: 2011062

**IN WITNESS WHEREOF,** the parties hereto have made and executed this Work Task Order as of the day and year first above written.

OWNER:	CONSULTANT:
Palm Beach County, Florida, a Political Subdivision of the State of Florida	Civil Design, Inc. a Florida Corporation
BOARD OF COUNTY COMMISSIONERS	All
BY:Shelley Vana, Chair	BY: Tyleff Trompeter, P.E., LEED AP President
ATTEST: Sharon R. Bock, Clerk & Comptroller Circuit Court	CORPORATE S E A L
BY: Deputy Clerk	WITNESS:  BY: LAAKS  BY: LAAKS
SEAL	
	<u>Denise A. Bas-Arzuaga</u> (Printed Name)
APPROVED AS TO TERMS AND CONDITIONS:  DE STEEL A Franch	BY:
APPROVED AS TO FORM & LEGAL SUFFICIENCY:	Gabriel D. Burden (Printed Name)
COUNTY ATTORNEY	

EXHIBIT "A"



August 8, 2012

Mr. Charles Rich, P.E.
Palm Beach County Engineering & Public Works Department
Roadway Production Division
2300 N. Jog Road, Vista Center – 3<sup>rd</sup> Floor
West Palm Beach, FL 33411

Charles Rich

Re:

Canton Road - Palm Beach County Project No. 2011062 Greenacres, Florida (S24/T44S/R42E)

Dear Mr. Rich:

Pursuant to our discussions, please find below a task list and lump sum fee proposal for the subject work to be performed under our annual contract for engineering services with Palm Beach County (PBC).

#### **Project Description:**

Project consists of the surveying, design and permitting of approximately 660 linear feet of roadway and drainage improvements for Canton Road from its east terminus west to Haverhill Road.

#### Basis of Scope & Scope of Services (by Task and Activity):

<u>Task 1</u> includes field survey of the project by our sub-consultant Brown & Phillips, Inc. Work includes the following:

- Establish the base line control and identify stationing.
- 2. Stations will be set at 100 foot intervals. Seven (7) stations are assumed for this task.
- The survey will contain vertical control pursuant to 3<sup>rd</sup> order level circuit based on Palm Beach County's Vertical Control Network.
- 4. Cross sections will be obtained at each property line, but not at more than 100 foot intervals. For each cross section, elevations shall be taken at the center of the roadway, each edge of roadway, top and bottom of any swales running along the roadway, to include the limits of the 50' right-of-way and 20' outside the right-of-way on each side of the roadway. Seven (7) total cross sections are assumed.
- 5. Topography will be obtained and project tie-in will be performed. Trees and other above ground improvements within the right-of-way and 10' outside of each side of the right-of-way shall be located and depicted on the survey map. Additionally, elevations will be provided at the intersections of all roadway and driveway edges, each edge of the driveway at the intersection of the 50' right-of-way and 10' and 20' outside of the right-of-way to include any intermediate grade breaks.
- 6. Reference control points will be set for horizontal and vertical control for construction plans.



August 8, 2012 Mr. Charles Rich, P.E. Canton Road – PBC Project No. 2011062 Page 2 of 5

<u>Task 2</u> includes engineering design services required to produce construction plans ready for permitting by those Authorities Having Jurisdiction (AHJ's) over the project. This task includes the following:

- 1. Consultant will coordinate the work of its sub-consultant and attend meetings with Palm Beach County staff to review plans at each submittal stage. Up to three (3) meetings are anticipated in this activity.
- 2. Consultant will make one site visit to verify existing conditions.
- Consultant will coordinate utilities and will add franchise utility information to drawings as
  provided by the respective utility so that conflicts can be coordinated and minimized. Two
  utility coordination meetings are anticipated for this task.
- 4. Consultant will prepare a cover sheet for the project plan set that will include project location map, governing standard references, index, legend, project length and engineer's certification. One (1) sheet is anticipated for this activity.
- 5. Typical section/detail sheets will be prepared to include a typical road section for the road improvements and applicable Palm Beach County details. Two (2) sheets are anticipated for this activity.
- 6. A specification and quantity sheet, including summary of quantities, will be prepared. Activity includes preparing a plan take-off of quantities to complete the summary of pay items table. One sheet is anticipated for this activity.
- 7. Plan and profiles sheets (plan and accompanying profile on each sheet) will be prepared identifying the proposed improvements. Plans will include up to 600 linear feet each (6 stations) and are expected to be prepared at 1"=20' for 24"x36" plans sheets and 1"=40' for 11"x17" plan sheets. Two (2) sheets are anticipated for this activity.
- 8. Driveway profiles will be prepared for each driveway location. Eighteen (18) driveways are anticipated for this activity.
- 9. Cross sections will be performed at each station depicting the existing and proposed conditions. Seven (7) cross sections are assumed for this activity.
- A construction control sheet will be prepared depicting the survey reference data by station, offset, description and elevation. One (1) sheet is anticipated for this activity.
- An engineer's opinion of probable construction costs will be prepared utilizing the summary
  of quantities obtained form the design plans and recent bid unit price information.

<u>Task 3</u> includes permitting services required to produce construction plans ready for construction by those Authorities Having Jurisdiction (AHJ's) over the project. Consultant will respond to usual and customary requests for additional information from these AHJ's. This task includes the following:

- The site is anticipated to comply with the South Florida Water Management District (SFWMD) "No-Notice" General Environmental Resource permit criteria. As such, neither a permit nor exemption letter is anticipated for this project.
- 2. The site is within the limits of the Lake Worth Drainage District and as such, a permit application will be submitted. There is a \$1,200 fee for this permit application.



August 8, 2012 Mr. Charles Rich, P.E. Canton Road – PBC Project No. 2011062 Page 3 of 5

#### **Project Schedule:**

It is anticipated that the survey (Task 1) can be completed within 30 days of the Notice to Proceed (NTP).

Plan preparation and approval (Task 2) can be completed within 195 days thereafter (225 days from NTP) with the following sub-schedule:

- 35% document preparation 45 days
- 35% submittal review by PBC 30 days
- 65% document preparation and submittal 30 days
- 65% submittal review by PBC 30 days
- 96% document preparation and submittal 15 days
- 96% submittal review by PBC 30 days
- 100% submittal 15 days

Permitting (Task 3) is anticipated to be complete 60 days after completion of the 65% submittal contained in Task 2. However, the approval of permit applications is outside the Consultant's control.

#### Professional Service Fees:

Additiona Task 1	l Services (by Sub-consultant): Additional Services (by Brown & Phillips, Inc.) Total Additional Services	\$6,025.00 Lump Sum \$6,025.00 Lump Sum
Basic Ser	vices (by Prime Consultant):	
Task 2	Basic Services (by Civil Design, Inc.)	\$12,037,06 Lumn Sum
Task 3	Basic Services (by Civil Design, Inc.) Basic Services (by Civil Design, Inc.)	\$1.683.04 Lump Sum
	Total Basic Services	\$13,720.10 Lump Sum
Reimburs	able Services (Permit Application & Governmental Fees):	
Task 3	Lake Worth Drainage District (by Civil Design, Inc.)	\$1 200 00 Lumn Sum
	Total Reimbursable Services	
	Project Total	



August 8, 2012 Mr. Charles Rich, P.E. Canton Road – PBC Project No. 2011062 Page 4 of 5

#### **Project Limitations and Assumptions:**

Services to be provided by Consultant are predicated upon and subject to the following conditions:

- 1. Survey work will be subcontracted to Brown & Phillips, Inc.
- 2. Plan submittals will be prepared and submitted at the 35%, 65% 96%, and 100% stages for PBC review and approval.
- 3. Design is based on providing water quality in roadside swales with raised inlets and driveways with outfall to the Haverhill Road drainage system. A suitable drainage connection is assumed to be available based on the Haverhill Road widening documents.
- 4. There are no offsite improvements (i.e. upsizing existing facilities) anticipated in this Agreement.
- 5. Details sufficient to construct the project will be referenced or provided on the plans. Therefore, preparation of technical specifications is not included in this scope of services.
- 6. Construction phase or observation services are not included in this scope of services.
- Project will be billed as completed through the billing period at each deliverable stage. The
  attached lump sum fee proposal is provided for information and the rates are based on our
  approved PBC annual agreement.
- 8. In the event that SFWMD determines that the project does not comply with the No-Notice permit criteria, additional permitting fees may be required to apply for a permit.

If the above, and the attached spreadsheet, meet with your approval, we are ready to commence work on this project upon your notice to proceed. Please do not hesitate to contact me with any questions.

Sincerely,

T. Jeff Trompeter, P.E.

President



August 8. 2012 Mr. Charles Rich, P.E. Canton Road – PBC Project No. 2011062 Page 5 of 5

#### Lump Sum Fee Quotation Proposal

County Project No. 2011062

Project Name: Canton Road

Brown & Phillips, Inc	Profe	ssional	1				}		
Surveying Sub-Consultant	Surveyor	& Mapper	Survey	Technician	Survey	Field Crew			
		Hourly		Hourly		Hourly	Task	Task	ı
Task / Activity	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Subtotals	
Task 1: Surveying Services		3				_,			ı
1. Base Line Control	3	\$113.00	6	\$ 70.00	5	\$ 98.00	V 14	\$1,249.00	ĺ
2. Set Stations at 100' Intervals (7 min.)		\$ 113.00	1	\$ 70.00	2	\$ 98.00	3	\$266.00	
3rd Order Level Circuit Based on PBC Vertical Control Network		\$ 113.00	1	\$ 70.00	7	\$ 98.00	∨ 8	\$756.00	ر ا
Cross Sections at each property line, no more than 100 Intervals (7 min)		\$ 113.00		\$ 70.00	6	\$ 98.00	<b>√</b> 6	\$588.00	2
5. Topographical & Tie-In Requirements (including 18 driveways)	2	\$ 113.00	13	\$ 70.00	18	\$ 98.00	33	\$2,900.00	
6. Setting Reference for Horizontal & Vertical Control for Construction Plans	,	\$ 113.00	1	\$ 70.00	2	\$ 98.00	₩ 3	\$266.00	
Subtotal - Task 1	∨ 5	565.00	22	1540,00	V 40	3,920,00	67	▶ \$6,025.00	ĺ
Civil Design, Inc Engineering Consultant	1 .	oject nager		roject gineer		ng AutoCAD hnician			
		Hourly		Hourly		Hourly	Task	Task	ı
Task / Activity	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Subtotals	l
Task 2: Engineering Design Services						1.		<u> </u>	
Meetings & Coordination	4	\$132.92	4	\$ 71.96		\$ 57.57	√ 8	\$819.52	ĺ
2. Site Visits		\$ 132.92	2	\$ 71.96		\$ 57.57	√ 2	\$143.92	
3. Utility Coordination (2 meetings)	4	\$ 132.92	4	\$ 71.96	4	\$ 57.57	V 12	\$1,049.80	1
4. Cover Sheet (1 sheet)		\$ 132.92	1	\$ 71.96	4	\$ 57.57	V 5	\$302.24	13
5. Typical Section/Details (2 sheets)	-1	\$ 132.92	4	\$ 71.96	8	\$ 57.57	¥ 13	\$881.32	n
6. Specifications, Take-off & Quantities (1 sheet)		\$ 132.92	4	\$ 71.96	4	\$ 57.57	. 8	\$518.12	١
7. Roadway Plans & Profiles (2 sheets @ 1"=20' full size)	1	\$ 132.92	16	\$ 71.96	32	\$ 57.57	\ <sub>49</sub>	\$3,126.52	
8. Driveway Profiles (18 driveways)		\$ 132.92	16	\$ 71.96	32	\$ 57.57	, 48	\$2,993.60	ı
9. Cross Sections (7 sections)		\$ 132.92	10	\$ 71.96	20	\$ 57.57	30	\$1,871.00	1
10. Construction Control Sheets (1 sheet)		\$ 132.92	1	\$ 71.96	2	\$ 57.57	\ 3	\$187.10	
11. Cost Estimate		\$ 132.92	2	\$ 71.96		\$ 57.57	2	\$143.92	
Subtotal - Task 2	¥10	1,339,20	64	4,605,44	106	4.10a 42	180	\$12,037.06	İ
	Pr	oject	P	roject		ng AutoCAD		<u> </u>	,
Civil Design, Inc Engineering Consultant	1	nager	I	gineer	1 *	hnician			
		Hourly		Hourly	1	Hourly		Task	1
Task / Activity	Hours	Rate	Hours	Rate	Hours	Rate		Subtotals	ļ
Task 3: Engineering Permitting Services									1
1. Lake Worth Drianage District (MSTU Permit -									
\$1,200 Application Fee)	4	\$ 132.92	16	\$ 71.96	L	\$ 57.57	20	\$1,683.04	
Subtotal - Task 3	× 4	531.68	V 16	1,151.36	0	1	~ 20	¥\$1,683.04	1

Brown & Phillips, Inc. (Surveying) Subtotal:

Civil Design, Inc. (Design & Permitting) Subtotal: Reimbursable (LWDD Permit Application Fee) Subtotal:

**Total Lump Sum Fee:** 

→ \$6,025.00

**\$13,720.10** 

\$20,945.10

**\$1,200.00** 

## BROWN & PHILLIPS, Inc.

June 19, 2012

Mr. Jeff Trompeter Civil Design, Inc. 120 S. Olive Ave., Suite 403 West Palm Beach, FL 33401

#### Re: Canton Road Paving and Drainage Improvements - Roadway Design Survey

Dear Mr. Trompeter:

Thank you for the opportunity to provide you with the following services for the subject site. This proposal is based on documentation and information provided by your office. The limits of the survey are as shown on Attachment 'B'. The scope of services is as follows:

#### SCOPE OF SERVICES

#### I. BASELINE CONTROL

Establish the base line control and identify stationing.

#### II. SET STATIONS

Stations will be set at 100 foot intervals. Seven (7) stations are assumed for this task.

#### III. VERTICAL PROJECT NETWORK CONTROL

The survey will contain vertical control pursuant to 3rd order level circuit based on Palm Beach County's Vertical Control Network.

#### IV. CROSS SECTIONS

Cross sections will be obtained at each property line, but not at more than 100 foot intervals. For each cross section, elevations shall be taken at the center of the roadway, each edge of roadway, top and bottom of any swales running along the roadway, to include the limits of the 50' right-of-way and 20' outside the right-of-way on each side of the roadway. Seven (7) total cross sections are assumed.

Trompeter June 19, 2012 Page 2

#### V. TOPOGRAPHY

Topography will be obtained and project tie-in will be performed. Trees and other above ground improvements within the right-of-way and 10' outside of each side of the right-of-way shall be located and depicted on the survey map. Additionally, elevations will be provided at the intersections of all roadway and driveway edges, each edge of the driveway at the intersection of the 50' right-of-way and 10' and 20' outside of the right-of-way to include any intermediate grade breaks.

#### VI. REFERENCE POINTS

Reference control points will be set for horizontal and vertical control for construction plans.

#### VII. CLOSURE

A drawing will be produced which will show all the features located. We propose to provide Civil Design, Inc. with an AutoCAD file in the version requested. We will have the project completed 2 weeks after receiving Notice to Proceed. Any additional work will be done on an hourly basis as approved by you. The proposed cost for this project is a **lump sum fee of 56.025.00**. Please do not hesitate to call me with any questions you might have regarding this proposal. We look forward to working with you on this project.

Sincerely,

Brown & Phillips, Inc.

John E. Phillips III, P.E.S. Principal

John Marile

JEF/IIIO		
Accepted This	Day Of	. 2012
Civil Design, Inc.		
Ву:		
Print Name:		

Exhibit "A" - Page 8 of 9



#### ATTACHMENT 'A'

Canton Road Paving and Drainage Improvements - Roadway Design Survey

Type of Survey: Roadway Design

Size:

Date: June 19, 2012

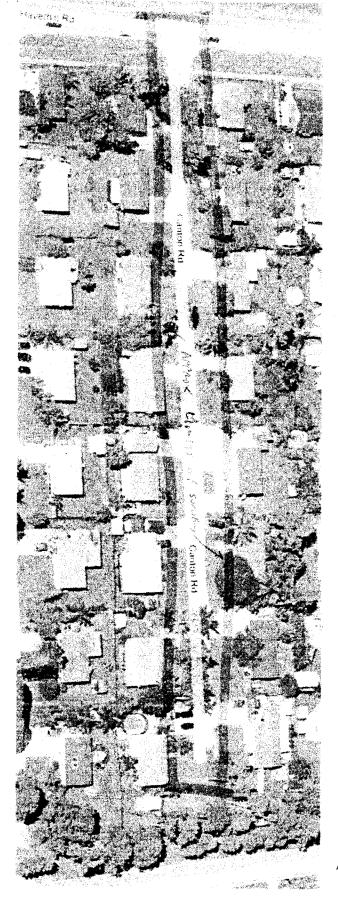
TASK	2 MAN CREW	CADD TECH	SURVEY	PLS	COMMENTS
Baseline Control	5		6	3	Establish hospital and tall
			Ů		Establish baseline control
Set Stations	2	<del> </del>	1 1	<del> </del>	and identify stationing
			'		Set stations at 100'
Vertical Project Network	7	<del> </del>	+	<del> </del>	intervals (7 min.)
Control		1	1		3rd order level circuit based
Cross Sections	6		<del></del>	<del> </del>	on PBCo. Vert. Ctl. Network
	.				Cross sections at each prop.
					line, no more than 100'
Topography		ļ			intervals (7 min.)
Topography	18		13	2	Topographical & tie-in
Bofores Daint					requirements (incl. driveways)
Reference Points	2		1		Set reference for horizontal &
					vertical control for const. plans
					To the contact plants
					1
Total Hours:	40	0	22	5	
Rate/Hour	<del>-  </del>				
(ate/flour	\$98.00	\$66.00	\$70.00	\$113.00	
Subtotal	V. 22 222 22		¥	<b>1</b>	
	\$3,920.00	\$0.00	\$1,540.00	\$565.00	
			1		
Total Labor Cost:					
Otal Labor Cost:					\$6,025.0

Other Direct Costs: Legal Description & Sketch Prints Shipping	quantity cost	unit each sheet x markup	\$450.00 \$1.50 1.20	total \$0.00 \$0.00 \$0.00
Other Total Other Direct Costs:		<b>.</b>	20	\$0.00

\$0.00

TOTAL PRICE

\$6,025.00



Attachment B

EXHIBIT "B"

#### **CERTIFICATION STATEMENTS**

Exhibit "B" - Page 1 of 2

Project:

**Canton Road - Paving and Drainage Improvements** 

**Project No.:** 

2011062

**Consultant/Annual Consultant:** 

Civil Design, Inc.

#### **TRUTH-IN-NEGOTIATION STATEMENT**

By entering into this Agreement, the **CONSULTANT/ANNUAL CONSULTANT** certifies that the wage rates and costs used to determine the lump sum fees contained in herein are accurate, complete and current as of the date of this Agreement.

The said lump sum fees shall be adjusted to exclude any significant sums should the **COUNTY** determine that the lump sum fees were increased due to inaccurate, incomplete or non-current wage rates or due to inaccurate representations of fees paid to outside consultants.

The COUNTY shall exercise its right under this "Certificate" within one year following final payment.

#### PROHIBITION AGAINST CONTINGENT FEES STATEMENT

By entering into this Agreement the CONSULTANT/ANNUAL CONSULTANT warrants that they have not employed or retained any company or person other than a bonafide employee working solely for the CONSULTANT/ANNUAL CONSULTANT to solicit or secure this Agreement and that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bonafide employee working solely for the CONSULTANT/ANNUAL CONSULTANT, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award of making of this agreement.

#### **PUBLIC ENTITY CRIMES STATEMENT**

As provided in F.S. 287.132-133, by entering this Agreement or performing any work in furtherance hereof, the **CONSULTANT/ANNUAL CONSULTANT** certifies that it, its affiliates, suppliers, sub-contractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133 (3) (a).

#### **NON-DISCRIMINATION STATEMENT**

The **CONSULTANT/ANNUAL CONSULTANT** warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status sexual orientation, gender identity and expression.

T. Jeff Trompeter, P.E., LEED AP, President

## CONFLICT OF INTEREST DISCLOSURE FORM Exhibit "B" - Page 2 of 2

Project: Project No.:	<u>Canton Road – Paving and I</u> 2011062	Orainage Impro	<u>vements</u>
CONSULTAI or indirect, wl County, excep	hich would or could conflict in	represents that it any manner with	presently has no interest, either direct the performance of services for the
(Attach additi	onal sheets as needed.)		
shall be emple CONSULTAI current pote	ployed for said performance. NT certifies that the information ntial conflicts of interest	By signing contained hereir which may in	ts that no person having any interest below, CONSULTANT/ANNUAL is true and correct and constitutes all fluence or appear to influence quality of services being provided to
certified mail business asso CONSULTAI the County. S circumstance, and request a would, in the	of all potential conflicts of interection, interest or other circum NT'S/ANNUAL CONSULTAN Such written notification shall ide the nature of work that CONSU n opinion of the COUNTY as	est that may arise instance which may be instance which may be instance which may be instanced by the prospection of the instance of the insta	notify the COUNTY in writing by in the future through any prospective may influence or appear to influence equality of services being provided to active business association, interest or UAL CONSULTANT may undertake association, interest or circumstance able conflict of interest if entered into
of CONSULT to the COUNT	'ANT/ANNUAL CONSULTAN	NT would constitue in the notification	s association, interest or circumstance ate an unacceptable conflict of interest and the CONSULTANT/ANNUAL or circumstance.
		,	
1 1112	<b>DISCLOSURE</b> is submitted by		mpeter, P.E., LEED AP, as e of Individual)
President	, of	Civil Design	
(Title/Position	/	ame of CONSUL	TANT/ANNUAL CONSULTANT)
who hereby c	ertifies that the information sta	ated above is tru	e and correct. Further, it is hereby
acknowledged	I that any misrepresentation by th	e CONSULTAN	T/ANNUAL CONSULTANT on this
County busine	considered an unethical busines	s practice and is	grounds for sanctions against future
County busine	ess with the CONSULTANT/Al	YOUAL CONST	<u> </u>
			J.P.12
	(Signati	he) /	(Date)

EXHIBIT "C"

#### Palm Beach County Engineering & Public Works Roadway Production

### PARTICIPATION FOR MWBE/SBE CONSULTANTS

Exhibit "C" - Page 1 of 2

Contract

**Project Name:** Canton Road - Paving and Drainage Improvements

**Project Number:** 

2011062

Prime Vendor: Civil Design, Inc.

**Resolution Number:** 

Telephone: (561) 659-5760

Resolution Date:

8/7/2012

Contact: Jeff Trompeter

**Department:** Engineering & Public Works

#### **MINORITY SUBCONTRACTORS**

Minority	Type of Work		Contract Dolla	ar Amount for S	Sub-Consult	ant
Sub-Consultant	Performed	Black	Hispanic	Women	Other	White Male
Brown & Phillips, Inc.	· · · · · · · · · · · · · · · · · · ·					The second section of the section of the section of the second section of the section of t
1860 OLD OKEECHOBEE ROAD, SU	MWB	E 0.00	0.00	0.00	0.00	
WEST PALM BEACH, FL 33409 (561) 615-3988	SB	E 6,025.00	0.00	0.00	0.00	0.00
Civil Design, Inc.		TO MAKE AND				
312 9TH ST	MWB	E 0.00	0.00	0.00	0.00	
WEST PALM BEACH, FL 33401 (561) 659-5760	SB	E 0.00	0.00	0.00	0.00	13,720.10
Civil Design, Inc.	The second secon	The state of the s				
312 9TH ST	MWB	E 0.00	0.00	0.00	0.00	
WEST PALM BEACH, FL 33401 (561) 659-5760	SE	BE 0.00	0.00	0.00	0.00	1,200.00
Table 1	Total MWBI	E 0.00	0.00	0.00	0.00	A STATE OF THE PARTY OF T
Total Contract Authorizato \$20,945.10	Percentag	e 0.00%	0.00%	0.00%	0.00%	
•	Total SBI	E 6,025.00	0.00	0.00	0.00	14,920.10
	Percentag	e 28.77%	0.00%	0.00%	0.00%	71,23%

#### SCHEDULE 1

#### LIST OF PROPOSED SBE-M/WBE PRIME AND/OR SUBCONTRACTOR PARTICIPATION

AME OF PRIME BIDDER: Civil Design		_	312 9th Street								
ONTACT PERSON: T. Jeff Trompeter											
IIS DOCUMENT IS TO BE COMPLETE FORMATION AND DOLLAR AMOUNT THE PRIME IS AN SBE-M/WBE, PLEADMPLETED BY THE PRIME ON THIS I	F OR PERCENTAGE OF WORK TO ASE ALSO LIST THE NAME, CONTA	<b>BE COMPLET</b>	ED BY ALL SB	E-M/WBE SUB	CONTRACTORS	ON THIS PROJ					
Double of the state of the stat	(Check one or both Categories) <u>M/WBE</u> <u>SBE</u>		DOLLAR AMOUNT OR PERCENTAGE OF WORK								
Name, Address and Phone Number	Minority Small Business Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)					
Civil Design, Inc. 312 9 <sup>th</sup> Street West Palm Beach, FL 33401 561-659-5760					_14,920_10_						
Brown & Phillips, Inc. 1860 Old Okeechobee Rd, Ste 509 West Palm Beach, FL 33409 561-615-3988		6.025.00									
ease use additional sheets if necessary)	Total	6.025.00			14.920.10	<del></del>					
Bid Price \$ 20,945.10	Total SBE-	M/WBE Participati	on Dollar Amount or	Percentage of Work	100%						

Revised 03/15/2011

EXHIBIT "D"

## LETTER OF INTENT TO PERFORM AS AN SBE-M/WBE SUBCONTRACTOR

This document must be completed by the SBE-M/WBE Subcontractor and submitted with bid packet. Specify in detail, the particular work items to be performed and the dollar amount and/or percentage for each work item. SBE credit will only be given for items which the SBE-M/WBE Subcontractor is SBE certified to perform. Failure to properly complete Schedule 2 may result in your SBE participation not being counted.

DDO/FCT NII W 1055	·		•
PROJECT NUMBER: 2011062 PROJECT NAME	: Canton Road – Paving	and Drainage Imp	provements
TO: Civil Design, Inc.			
(Name of Prime Bidd	er)		
The undersigned is certified by Palm Beach County as a - (che	ck one or more, as applic	cable):	
Small Business Enterprise X Minority Busines	s Enterprise <u>X</u>		
Black X Hispanic Women Caucasian	Other (Please Specify) _		
Date of Palm Beach County Certification: <u>January 25, 2010 t</u>	o January 24, 2013		
The undersigned is prepared to perform the following described wo Necessary	rk in connection with the ab	oove project. Addit	ional Sheets May Be Used As
Line Item/			Total Brico/
Lot No. Item Description  Roadway Design Survey	Qty/Units	Unit Price	Total Price/ Percentage _\$6,025.00
			-
	-		
AAAL Fallowing			****
at the following price or percentage \$6,025.00 (28 (Subcontractor			
	•		
and will enter into a formal agreement for work with you conditione			
If undersigned intends to subcontract any portion of this job the subcontractor and the amount below.	to a certified SBE or a n	on-SBE subcontra	actor, please list the name o
Price and/or Percentage	(a)		
	•	ne of Subcontractor	•
The Prime affirms that it will monitor the SBE's listed to ensure the affirms that it has the resources necessary to perform the work subcontractors except as noted above.	e SBE's perform the work v listed without subcontract	vith its own forces. ing to non-certified	The undersigned subcontractors of the un
The undersigned subcontractor understands that the provision o quotations to other bidders.	f this form to Prime Bidde	er does not preve	nt Subcontractor from providin
Civil Design, Inc.		OL:	
Print name of Prime Contractor		Phillips, Inc. name of SBE-M/WBI	E Subcontractor
By: Signature	Ву:	1 Eflet	
7. Jeff Transcer fresident		Signature	
Print name/title of person executing on behalf Prime Contractor	Print nam	hillips, III, President e/title of person exe SBE/M/WBE Subcoi	
		SECTION AND STREET	nei actOf
Revised 10/11/2011	Date: Augus	t 8, 2012	

F:\ROADWAY\CCNA\Annuals\Civil\CIVIL DESIGN\2011\2011062\OSBA Schedule 2.docx

Client#: 9256

CIVIDES31

ACORD.

## **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 8/8/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the

certificate noider in lieu of such e	ndorsement(s).			
PRODUCER ISU Suncoast Insurance Assoc P.O. Box 22668 Tampa, FL 33622-2668 813 289-5200		CONTACT NAME: PHONE (AJC, No, Ext): 813 289-5200 E-MAIL ADDRESS: PRODUCER CUSTOMER 10 #:	FAX (A/C, No): 8	13 289-4561
Civil Design, Inc. 312 9th Street West Palm Beach, FL	33401	INSURER(S) AFFORDING COMPANY INSURER A: Phoenix Insurance Company INSURER B: Travelers Casualty and Sure INSURER C: XL Specialty Insurance Communication INSURER D: INSURER E:	y ty C	NAIC # 25623 19038 37885
COVERAGES	CERTIFICATE NUMBER.	INSURER F:		

CERTIFICATE NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN PEOLICIES OF ARRIPD CHARLES.

TR	TYPE OF INSURANCE	NSR WVD		POLICY EFF	POLICY EXP (MM/DD/YYYY)	LIMIT	S
Α	CLAIMS-MADE X OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PECT LOC		6605883L455		10/01/2012	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$1,000,000 \$1,000,000 \$10,000 \$1,000,000 \$2,000,000 \$2,000,000
	ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS		6605883L455	10/01/2011	10/01/2012	COMBINED SINGLE LIMIT (Ea accident)  BODILY INJURY (Per person)  BODILY INJURY (Per accident)  PROPERTY DAMAGE (Per accident)	\$1,000,000 \$ \$ \$ \$
-	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION \$ WORKERS COMPENSATION		100989			EACH OCCURRENCE AGGREGATE	\$1,000,000 \$1,000,000 \$
	AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE Y / N OFFICE/PAMEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below  Professional	N/A	UB5408Y719	10/01/2011		X WC STATUL OTH- TORY LIMITS ER  E.L. EACH ACCIDENT  E.L. DISEASE - EA EMPLOYEE  E.L. DISEASE - POLICY LIMIT	
	Liability RIPTION OF OPERATIONS / LOCATIONS / VEHIC		100340	10/01/2011			1

Professional Liability coverage is written on a claims-made and

reported basis.

(See Attached Descriptions)

CERTIFICATE HOLDER	 
OURTHIOATE HOLDER	CANCELLATIO

Palm Beach County Board of County Commissioners c/o Engineering & Public Works Department 2300 North Jog Road Suite #3W-33 West Palm Beach, FL 33411-2745

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## **DESCRIPTIONS (Continued from Page 1)**

Certificate Holder Cont: Engineering & Public Works Ops/Roadway Production

RE: "For All Projects with Palm Beach County" Professional Liability has a 10/1/2003 Retroactive Date Palm Beach County Board of County Commissioners, a political subdivision of the State of Florida, its officers, employees and agents are additionally insured with respect to the General and Auto Liability policies.



April 5, 2012

Charlie Rich, P.E., Director
Palm Beach County Engineering Services Division
2300 Jog Road, Third Floor
West Palm Beach, Florida 33411

Re: Company Owned Vehicles & Insurance

Dear Mr. Rich:

I am writing to confirm that Civil Design, Inc. has no company owned vehicles. As such our insurance coverage is shown as "Hired Autos" and "Non-Owned Autos".

Sincerely,

T. Jeff Frompeter, P.E.

President

Description	D	$\top$	M	onth	1	$\neg \vdash$	Мо	nth 2			Mont	h 3		M	onth	4	Γ	Mc	onth	5		Mo	nth :	6		Мо	nth 7	7		Mon	<u>nth</u>
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OPSOED SCHEDULE																													7		_
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Task 1 - Survey	30 days	130	152	. 7			T-				$\overline{}$	т	-	_	<u> </u>	7	T	<b>T</b>	Т	$\top$	T	T	т-	T	T	Т	Т	Τ_	<del></del>		Т
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Task 2 - Design	195 days	1						<b>3</b> 0.		13.1						ar jak			1.78							100					L
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65% document preparation	30 days		Π	Т	Т	T													4			Ι	$I_{-}$								L
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Task 3 - Permitting	60 days	╂	$\vdash$	+	-	╂-	$\vdash$	$\vdash$	$\dashv$	$\dashv$	$\dashv$	+	╁	+	╀	+	╀	╁	+	╁							7,4		$\vdash$	_	-

= REPRESENTS ANTICIPATED DURATION



2013						P	age <u>1</u> of <u>1</u>			
		В	OARD OF COUNTY PALM BEAC BUDGET  FUND <u>Departme</u>	H COUNTY Transfer	BGEX 081612-1870					
ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 08/02/12	REMAINING BALANCE		
	<u>G</u> Capital Outlay Fund 3900	0	0	28,231	0	28,231	o	28,231		
CDBG 1101-143-1431-8101 Contr	ributions Othr Govtl Agncy	3,329,178	3,329,178	0	28,231	3,300,947	0	3,300,947		
				28,231	28,231					

**SIGNATURE** 

DATE

By Board of County Commissioners
At Meeting of \_\_\_\_\_

**Economic Sustainability** 

Administration / Budget Approval

**OFMB Department – Posted** 

8/23/2012

Deputy Clerk to the Board of County Commissioners

2013-
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_	_	_	_	
Page	1	of	1	

# BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY BUDGET <u>Amendment</u>

FUND Capital Outlay Fund

BGRV-360-081612\*585 BGEX-360-081612\*1869

					DGEA-S	000-0010121003	
ACCOUNT NUMBER ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 08/16/12	REMAINING BALANCE
REVENUES							
<u>Transfers</u>							
3900-361-1378-8015 Tr Fr HCD Fd 1101 TOTAL RECEIPTS & BALANCES	<u> </u>	<u>0</u> 17,094,189	<u>28,231</u> 28,231	<u>0</u>	<u>28,231</u> 17,122,420		
EXPENDITURES						,	
Canton Road Paving and Drainage							
3900-361-1378-6505 Design/Eng/Mgmt- Cip Admin TOTAL APPROPRIATIONS & EXPENDITURES	17,094,189	<u>0</u> 17,094,189	<u>28,231</u> 28,231	<u>0</u>	<u>28,231</u> 17,122,420	0	28,231
E O D LIE NV 1	SIGNATURE  Alwala	01 1	DATE	ſ . /.	By Boar At Meeti	d of County Comm	issioners
Engineering & Public Works	UNIL	hite		7112			hmen
Administration / Budget Approval			·		- i		ft 5
OFMB Department – Posted			<u> </u>			Clerk to the f County Commissi	ioners